



Quick Reference Guide



Accessing the Site

www.ustravel.com/mt

Enter your User ID and Password (*both fields are case-sensitive*)

Updating your Profile – Update your travel profile online to ensure correct information is on file for our travel agents.

Important!

Before you make your first reservation, click **Profile** in the menu bar, then:

- Carefully review all personal information for spelling and data accuracy.
- Review date of birth, add credit card for hotel guarantee and add frequent traveler numbers if applicable.

Creating Arranger Settings

For Travelers

- In your **Profile**, click **My Arrangers** under **Arranger Settings**.
- Complete the Travel Arranger Permissions section to allow/deny others to designate themselves as your arranger or make changes to your account.
- Click **Add a Travel Arranger**, enter the arranger's first and last name, and click **Search**.
- Click **Add** next to desired arranger name.

For Travel Arrangers

- In your **Profile**, click **My-Travelers** under **Arranger Settings**.
- Complete the E-mail settings section to determine who receives confirmation e-mails.
- Click **Add a Traveler**, enter the traveler's name, and click **Search**.
- Click **Add** next to desired traveler name. The name appears in the **Arrange Travel For** menu on the home page.

Accessing Previous Bookings

- Click **Trips** in the menu bar.
- Click **Select** to access the booking you want to view, change, or cancel.
 - Click **Cancel Trip** to cancel a reservation. Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward a future ticket.
 - If a trip is on **Hold**, click **Purchase Trip** to complete the booking.
 - Click **Modify** or **Remove** to change items in your itinerary.
 - Use the **Add to Your Trip** section to make additional reservations.

Using Trip Templates

- To quickly book repeat trips with air/rail, hotels, and/or car options, create a trip template. From the Trip Review & Checkout page click the **Save as Template** link, enter a template name and click **Save Template**. From the Reservation Complete or Trip Details page enter a template name in the Trip Templates box and click **Save Template**.
- To use a template, click the **Templates** tab on the Home page then click on the name of the template you want to use; or click **Templates** in the menu bar then click **Select** next to the template you want to use. Enter new dates and click **Price Itinerary**.

Booking Trips

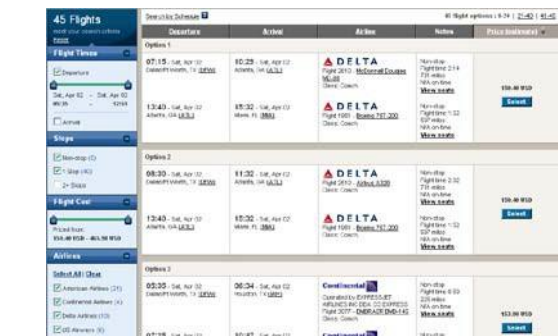
- Dates, locations, and times are based on what you enter on the home page.
- To make only an air, train, hotel, or car booking, select only that box on the home page.
- Company preferred providers are indicated by: or .
- Sort options by clicking on the column headers.
- If you want to check your current itinerary, click the **view details** link.
- If you want to change your flight search criteria during the booking process, click the **Modify Search** link near the top of the page.

From the Begin Search page:

- Check the appropriate boxes for **Flights/Trains**, **Hotel**, and/or **Car**.
- Select **Round-trip**, **one-way**, or **Multi-destination**, then enter your cities, dates, and times. You can also select additional search options (if applicable to your site).
- Click **Begin Search**.

Air

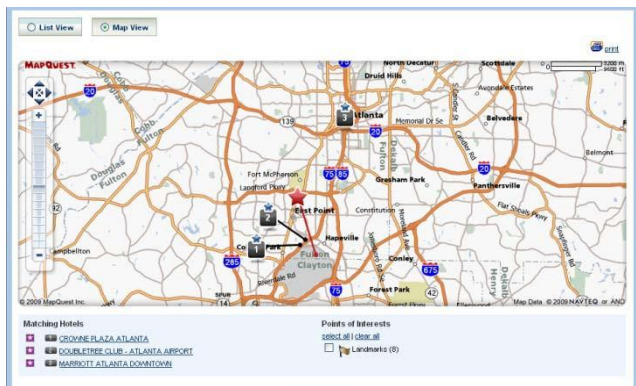
- Choose your departing and then returning flight options using the **Select** button.
- To narrow your choices use the Traveler Filtering function on the left side of the page. (if applicable for site).
- Filter the shopping options by Flight Times, Stops, Flight Cost, and Airlines by unchecking what you don't wish to see and moving the arrows along the slider bars.



- If applicable, you can select alternate, low-price options.
- Select your seats for each flight segment.

Hotel

- You can search for hotels by: address or city, near an airport, near company locations and other points of interest, or by your company's negotiated properties.
- Choose the hotel and room rate using the **Select** buttons on the hotel pages.
- You can also view hotels on a map as well as in a list.



Rental Car

- You can search for cars at an airport, train station, city location, or near a booked hotel.
- You can click **Express Booking** to automatically select your company's preferred car rental company.
- Choose a car by clicking on the desired rate.

Checkout & Trip Review

- Modify or Remove** any itinerary options if necessary.
- Sections expand if any required information is missing, complete that information.
- Verify information on the page.
- Click **Purchase Trip** to complete the process. Print your itinerary.
- You will also receive a confirmation e-mail.

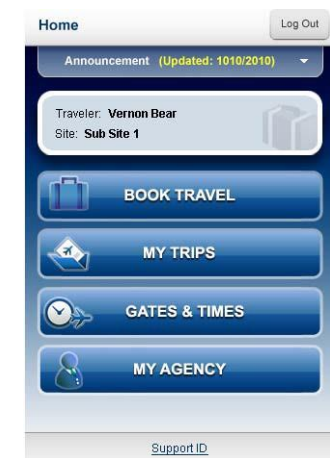


GetThere Mobile

- Type the same URL into your mobile browser that you use to access your booking tool via the desktop, or type **m.getthere.net/tnustravel** into your browser.
- Enter your User Name and Password.



- The Home page displays, with company announcements at the top.



- Based on the setup of your site you can book air or hotel through your mobile device by selecting **BOOK TRAVEL**.
- View active and held trips by selecting **MY TRIPS**.
- Obtain terminal, gate, flight and baggage claim information by selecting **GATES & TIMES**.
- View agency name, office hours, and phone numbers by clicking on **MY AGENCY**.
- Exit the site by clicking the **Log Out** button at the top of the page.